



To the Honorable Council
City of Norfolk, Virginia

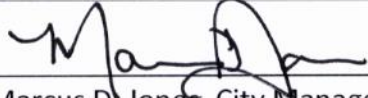
June 14, 2016

From: George M. Homewood, FAICP, CFM,
Planning Director

Subject: Ordinance to approve and
adopt a schedule of fees related to
the cost of implementing and
enforcing the Uniform Statewide
Building Code

Reviewed: 
Ronald H. Williams, Jr., Deputy City Manager

Ward/Superward: Citywide

Approved: 
Marcus D. Jones, City Manager

Item Number:

R-5

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Department of City Planning

III. **Description:**

This agenda item is an ordinance to adopt a new schedule of building permit fees as a component of the greater "Smart Permitting" effort.

IV. **Analysis**

- "Smart Processing" was introduced in 2013 to promote exceptional customer service by ensuring businesses and homeowners have a seamless experience while going through the City's development process.
- "Smart Permitting" is an important aspect of Smart Processing, with a focus on the Planning permitting processes.
 - The Go Live date for Norfolk's new online and cloud-based permitting system is July 5, 2016. This system will automate building permits, inspections, and code enforcement, support online applications and payments, and allow 24/7 access for viewing inspection status and tracking permits.
 - Full utilization of this new permitting system requires a restructuring of the building permit fee structure.
 - This remodeled building permit fee structure is straightforward and clear for residents and builders to understand, modern and process driven, shortened and better organized than the current fee schedule, and more efficient and user-friendly.

V. Financial Impact

The financial impact to the City will consist of similar revenue intake from building permits; the remodeled fee structure results in some fees increasing slightly, some fees decreasing slightly, and some fees remaining the same. This also applies to residents and builders, as they should not experience a notable deviation from the building permit costs they are accustomed to.

VI. Environmental

N/A

VII. Community Outreach/Notification

Coordination with the Tidewater Builders Association is ongoing in an effort to bring awareness to builders, developers, and contractors of the new fee structure. Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action

N/A

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the City Attorney's Office and the Department of Budget and Strategic Planning.

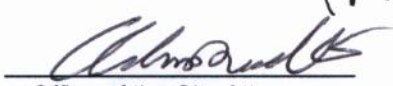
Supporting Material from the City Attorney's Office:

- Ordinance
- Exhibit A – Building Code Schedule of Fees

05/25/2016 lds

Form and Correctness Approved: 

Contents Approved: 

By 
Office of the City Attorney

By 
DEPT.

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE TO APPROVE AND ADOPT A SCHEDULE OF FEES
RELATED TO THE COST OF IMPLEMENTING AND ENFORCING THE
UNIFORM STATEWIDE BUILDING CODE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1: That the "Building Code Schedule of Fees" attached hereto and marked as "Exhibit A," related to the cost of implementing and enforcing the Uniform Statewide Building Code and the adoption of which is authorized by said Code, is hereby approved.

Section 2:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENT:

Exhibit A (5 pages)





BUILDING CODE SCHEDULE OF FEES

ADMINISTRATIVE FEES

A. A 2% surcharge on all permits will be levied, as required by Section 36-137 of the Code of Virginia

B. A \$5 technology fee will be added to all permits

C. An administrative fee of \$150 shall be charged for work begun without a permit

D. Appeal to the Board of Building Code Appeals - \$75

E. Re-inspection Fee - \$50

F. Minimum Permit Fee (Building and PME only) - \$50

G. Changes or corrections to the application or approved plans - \$50

H. Certificate of occupancy or certificate of compliance - \$50

When issued in connection with a building permit - **No charge**

I. Temporary C.O. for 30 days - \$600

Plus **\$600** for each additional 30 days, if granted

BUILDING PLAN REVIEW FEES

A. New Construction, Alterations, and Repairs

0 – 2500 Sq. Ft. - **\$35**

2501 – 5000 Sq. Ft. - **\$75**

5001 – Unlimited - **\$100**

B. Fire Protection Systems (Includes all Fire Protection Systems & Alarms) - \$75

C. Swimming pools, commercial fences, riprap, bulkheads, piers and similar accessory structures - \$50

(includes Signs, Elevators, Communication Towers, Pump Stations, Vaults)

BUILDING PERMIT / INSPECTION FEES

A. Residential

i) New Construction (includes additions that increase the gross area of the existing structure) - **\$0.15/square foot**

ii) Alterations/Repairs - **\$100 (flat fee)**

iii) Accessory Structures - **\$0.15/square foot**

B. Commercial/Other

New Construction (including additions), Alterations, and Repairs - **\$0.16/square foot**

C. Demolition

Any building or structure - **\$50 each**

D. New Hydraulic and Traction Elevators, Escalators

Acceptance Tests:

i) Hydraulic Elevators - **\$250 per unit**

ii) Traction Elevators - **\$350 per unit**

iii) Escalators/Moving Walkways - **\$350 per unit**

iv) Miscellaneous Elevators (chair lifts, dumbwaiters, pneumatics, material lifts, etc.) - **\$250 per unit**

E. Elevator Maintenance Inspections (Operational Permits)

i) Annual Elevator Inspections - **\$80 per unit**

ii) 5-Year Elevator Inspections - **\$100 per unit**

F. Fire Protection Systems (New/Existing Sprinkler Systems) - \$100 per System or Alarm

G. Piers and Bulkheads

i) Residential bulkhead without tiebacks, and/or open pile pier up to 100 linear feet - **\$50**

Each additional 100 linear feet or fraction thereof - **\$50**

ii) Residential bulkhead with tiebacks, and riprap up to 100 linear feet - **\$75**

Each additional 100 linear feet or fraction thereof - **\$75**

iii) Commercial bulkhead and piers **\$50 plus \$1 per linear foot**

H. Porches and Decks

i) Uncovered, one story:

Up to 100 sq. ft. - **\$50**

101 – 400 sq. ft. - **\$100**

401 sq. ft. & above - **\$125**

I. Re-roof and siding

i.) Residential - **No permit required**

ii.) Commercial - **\$150 (flat fee)**

J. Signs

i) Any New Sign - **\$80**

ii) Alteration or modification of a sign - **\$50**

K. Swimming Pools – (Plumbing and Electrical Permits may also be required)

i) Above ground pool - **\$50**

ii) In-ground pool - **\$125**

iii) Pool barrier - **\$50**

L. Tents (901 sq. ft. or greater and Other Temporary) - \$50

M. Communication Tower - \$50

N. Amusement Devices and Rides - \$50 per ride/device inspection

O. Tower Cranes - \$250

ELECTRICAL FEE SCHEDULE

A. Electrical Service

i) Single Phase or Three Phases:

0 - 200 AMP - **\$50**

201 - 400 AMP - **\$100**

401 - 600 AMP - **\$150**

\$25 for each additional 100 AMP up to 1000 AMP

\$50 for each additional 100 AMP over 1000 AMP without limit

ii) For each piece of equipment and each circuit or feeder installed, extended, relocated, or repaired - **\$3 per circuit up to 100 circuits, then \$4 per circuit**

B. Miscellaneous

Pool grounding - **\$50**

Temporary Release - **\$50**

Temporary Electrical Construction Pole - **\$50**

MECHANICAL FEE SCHEDULE

A. \$40 each

Burner Replacement

Chiller

Cooling Tower/Water Tower

Grease Duct

Commercial Hoods

Condensate

Hydronic Piping (each zone)

Incinerator/Crematory

Prefab Gas Fireplace

Wood Stove, Fireplace Insert

Gas Logs

Replacement for Chimney or Vents

B. \$20 each

Air Conditioning Equipment

Boiler

Combination Unit (gas, oil, electric)

Furnace

Heat Pump

Regulated Equipment not addressed

Space Heater

Replacement Water Heater

Gas Line

C. \$10 each

Air Handler

Commercial Clothes Dryer

Kitchen Cooking Equipment

Refrigerator Equipment (\$10 per compressor)

Kitchen Cooking Equipment

Dispenser (pump)

D. \$5 each

Air Distribution System

Exhaust Duct System

Fan Exhaust

Make Up Air (Ventilation)

Fire/Smoke Dampers

Fueling Piping System (gasoline & oil)

Gas Light

Residential Hood/Duct

Residential Dryer

VAV Box

Ventilation Duct System

Medical Gas Piping

Residential Bath Fan (\$5 each)

Residential Bathroom Exhaust Duct

PLUMBING FEE SCHEDULE**A. Plumbing Equipment/Fixtures - \$7 per fixture or device****B. Plumbing Piping - \$20 per Sewer/Service Line****C. Sewer Caps - \$50 each****REFUNDS****A. Inspections Completed - Percentage of Refund Allowed**

i) Building:
Foundation Inspection - 75%
Framing Inspection - 25%
ii) Electrical, Mechanical, Plumbing Rough-In - 40%